

<b>Meadow Ridge School Fundraising Society (MRSFS) – Minutes of Meeting</b>	
<b>Date:</b> July 24, 2019	<b>Minutes by:</b> Sarah Lynch
<b>Location:</b> Foothills Composite High School-staff room	<b>Approved on:</b>
<b>Attendees:</b>	
Society Members:	Anthony Rider, Sarah Lynch, Kristi Nutter, Patty Haslam
MRS and FSD Reps:	Rebecca Forchuk
Parents and Community:	Erin Morton, Kristi Lundquist, Debbie Shaw
<b>Item 1: Call to Order</b>	
<ul style="list-style-type: none"> <li>Meeting called to order at 6:05 pm</li> </ul>	
<b>Item 2: Introductions</b>	
<ul style="list-style-type: none"> <li>Round Table</li> </ul>	
<b>Item 3: Review of Agenda</b>	
<ul style="list-style-type: none"> <li>Additions: Application to form a society update, Bank account, email addresses, MRSFS meeting schedule</li> </ul>	
<b>Item 4: Approval of June 11, 2019 minutes</b>	
<ul style="list-style-type: none"> <li>Motion the MRSFS Meeting Minutes from July 24, 2019 accepted as presented</li> <li>Made by: Anthony</li> <li>Seconded by: Sarah</li> <li>Carried unanimously</li> </ul>	
<b>Item 5: Fundraising Society Expectations</b>	
<ul style="list-style-type: none"> <li>Review of Bylaws, Review of Code of Conduct, Fundraising School Council Comparison. Three documents briefly reviewed</li> <li>Sarah requested any feedback be provided at next MRSFS meeting to allow for time to review documents in detail</li> <li>Documents were adapted from templates from the Alberta School Councils' Association (ASCA) website</li> </ul>	
<b>Item 6: Hot Lunch</b>	
<ul style="list-style-type: none"> <li>Monday and Thursday to be hot lunch days, with hotdogs being offered every other week as a choice</li> <li>Friday to be reserved for students to offer a lunch option, outside of hot lunch fundraising</li> <li>Hotlunch.net to be hot lunch ordering website, with online payment only <ul style="list-style-type: none"> <li>Donation option to be included</li> </ul> </li> <li>Rebecca to provide class lists to hot lunch committee to input into website</li> <li>Goal to run first hot lunch on September 30<sup>th</sup> with October 7<sup>th</sup> as backup</li> <li>Fundraising Society approval by government in process. Approval required to set up bank account</li> <li>Nicole currently contacting vendors</li> </ul>	

- No pizza vendors, to avoid conflicting with student ran Fridays
- Sobey's suggested for possible sushi offered with hotdogs
- Price markup decided as approximately 20%, with ability to round price up or down to ensure prices are reasonable/appropriate for each item
- MRS has one residential sized refrigerator and freezer for hot lunch use

Item 7: Social Media

- Decided on only Facebook group, to avoid having to manage multiple social media accounts. One stop for parents to get needed information. Created, Meadow Ridge School Council and Fundraising Committee. This is a closed group with board members as administrators for the group. Requests to join group and member posts are to be approved by admins to ensure members and posts are appropriate
- Sarah to post Membership form, code of conduct and social media policy to group documents

Item 8: Fundraising Ideas

- Ideas discussed: Rebel Bean coffee sales, funscripts, travel voucher, Halloween dance, Read-a-thon, flower/gardening fundraiser, open house/meet the teacher BBQ, Christmas concert 50/50 draw, provide food for teachers during Student Learning Conferences
- Draft Fundraising Plan:
  - Open house/Meet the teacher BBQ. End of August. Society members to approach grocery stores for food donations. Rebecca to look into BBQ rental
  - Halloween Dance. Tentative date October 30/19 6:00-8:00 pm. All grades welcome.
  - Funscripts Nov-Dec/19
  - 50/50 draw. Each night of student Christmas concerts
  - Gardening fundraiser. Spring time. Need to decide on vendor
  - Travel voucher raffle. Spring time.
- Fundraising society to also support teacher initiated fundraisers where possible. Such as, music teacher plan to host an outdoor concert with food trucks
- Pot luck food to be provided for teachers at Student Learning Conferences. Tentative dates: Nov 6-7/19 and Apr 7-8/20

Item 9: Agenda Additions

- 1. Application to form a society update:** Sarah provided update, package mailed to form society. Have not received any feedback. Out of pocket expenses: \$53.00 for NUANS search and \$50 for application to form a society owed to Sarah once fundraising begins
- 2. Bank account:** Once Corporate Access Number is issued following society formation approval, Kristi N to set up necessary bank account(s) with Sarah and Anthony to be included with signing authority
- 3. Email addresses:** Email addresses created. Hot Lunch [mrshotlunch@gmail.com](mailto:mrshotlunch@gmail.com), Fundraising Society [fundraising.mrs@gmail.com](mailto:fundraising.mrs@gmail.com), School Council [council.mrs@gmail.com](mailto:council.mrs@gmail.com). Sarah to set up Google drive associated with fundraising email account. Board members to monitor email accounts

4. **MRSFS meeting schedule:** Every third Wednesday agreed upon. Some dates are adjusted due to teacher commitments.

MRSFS Meeting Schedule 2019/2020: 6:00-7:00 pm at the school

September 18

October 16

November 20

No meeting in December

January 15

February 12

March 18

April 22

May 20 AGM

Item 10: Adjournment

- Meeting adjourned at 8:20 pm
- School Council Establishment meeting: Sept 10/19, 6:00-9:00 pm ASCA presentation
- Next meeting: Sept 18/19 at 6:00 pm at the school